LBNL Occurrence Reporting Process Flow

Division management with **Monitor day-to**support from EH&S monitors day work and supports division work activities activities. 2. LBNL personnel, **Discovery of** subcontractor, or guest create Adverse occurrence is reported Adverse or witness an adverse ES&H up through division ES&H occurrence. management chain, including Occurrence supervisor, division safety coordinator. 4. If potentially ORPS reportable, occurrence is reported to OAA and the division director. 5. OAA assists the responsible Notification division to categorize the event and report as applicable to DOE. 6. On a graded basis, OAA Conduct and/or EH&S assist the Investigation responsible division in the investigation, causal analysis and corrective actions of the occurrence. 7. OAA assists the responsible division in the preparation & submission of notification, 8. The responsible division Prepare & update & final ORPS reports Submit director must approve all final and Category 4 Short Form ORPS reports, including the Occurrence reports. corrective actions. **Reports** 9. The responsible division must Complete 10. OAA closes out the ORPS complete all required report with the completion of Corrective corrective actions to prevent **Actions &** all corrective actions. **Closeout ORPS** recurrence. Report

Figure 1